



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

\*\*\*OPEN UNTIL FILLED: This announcement will be open until filled. Cut off points are scheduled in two-week increments. After each cut off point, all compliant applications received during the previous two weeks will be reviewed for consideration.\*\*\*

## Position Information

**Job Title:** 18551 - Collection Strategy Officer - NCTC/NIM - GS-14

**Salary Range:** \$81,548 - \$148,967 (not applicable for detailees)

**Vacancy Open Period:** 11/16/2017 – 5/16/2018

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** NCTC/NIM

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade or up to two grades lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.



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- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or up to two grades lower than the advertised position grade may apply. )

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

## Major Duties and Responsibilities (MDRs)

- Develop assessments of the responsiveness of intelligence collection to the nation's highest intelligence priorities. These assessments are provided to National Security Council Staff, as well as senior NCTC and ODNI leaders, to support high level policy decisions.
- Identify critical collection gaps by working with Office of the Director of National Intelligence (ODNI) components and Intelligence Community (IC) partners.
- Partner with IC stakeholders in the planning, definition, and development of integrated, all-source collection strategies to address critical gaps against the most difficult targets; foster collaboration between analysts and collectors; and monitor and evaluate collector results.
- Develop integrated collection responses to national plans and strategies, emerging analytic community information needs, special events, and crises; establish, prioritize, and communicate objectives, actions to be taken, and timelines to achieve mission objectives.
- Plan, prepare and present briefings, reports, and presentations to ODNI and organizational leadership, senior policymakers, IC members, and other intelligence consumers in a manner that meets their specified requirements; provide structured recommendations to address emerging issues, congressionally directed activities, and legislated requirements.



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- Develop and present findings and recommendations to support strategy efforts, enhance collection efforts, and inform budget decisions.
- Serve as an ODNI or NCTC representative on specific collection projects, interface with key stakeholders across the IC and the United States Government (USG) to assess collection capabilities.

## **Mandatory and Educational Requirements**

- Knowledge of the intelligence collection discipline and of collection organizations' capabilities and challenges.
- Ability to assist collection organizations in synchronizing and coordinating the implementation of plans and programs.
- Experience in developing and implementing all-source collection strategies, which includes knowledge of evaluative analysis and the ability to plan, conduct, and produce complex assessments and analyses of the effectiveness of collection programs.
- Knowledge of processes and systems for submitting information needs and collection requirements.
- Knowledge of IC organizations' missions in order to develop the national-level strategies and policies necessary to support U.S. national security and foreign policy interests.
- Ability to evaluate strategic trends, strategy and implementation plans, results, and programmatic data, propose innovative solutions.
- Ability to conceptualize, organize, and draw inferences from incomplete data and present a compelling analysis of findings and issues; expert ability to identify, articulate, document, and mitigate knowledge gaps or alternatives approaches.
- Ability to communicate clearly, both orally and in written reports, and to logically analyze, synthesize, and evaluate multiple sources of information for their inclusion in briefings and written documents.

## **Desired Requirements**

- Excellent communication (oral and written) skills.
- Knowledge of the intelligence collection discipline and of collection organizations' capabilities and challenges.

## **Key Requirements and How To Apply**

### **Internal ODNI Candidates:**

A complete application package must include:



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- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT: WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_C\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both saksdav@dni.ic.gov (*David S.*) and faulkti@dni.ic.gov (*Tiffany F.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **Current Federal Employees Applying for a Detail Assignment:**

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- e. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



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## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3955.

## **What To Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## **Agency Contact Information**

ODNI Recruitment; Phone: 703-275-3955; Email: Recruitment\_TeamC@dni.gov

## **Other Information**

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**